Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.01	**Setup an Agency**				
REQ 3.01.001	Setup an Agency	The system must allow an agency to be entered into the system.	Current	Essential	OKCOM
REQ 3.02	**Inactivate an Agency**				
REQ 3.02.001	Inactivate an Agency	The system must allow an agency to be inactivated from the system.	Current	Essential	OKCOM
REQ 3.03	**Setup a User**				
REQ 3.03.001	Setup a User	The system must allow a user to be entered into the system by an agency or system administrator	Current	Essential	OKCOM
REQ 3.04	**User Profile Information**				
REQ 3.04.001	User Profile Information	The system must allow a requestor to enter and / or change their profile information. Profile Information includes: • Full Name • Work Phone • E-mail Address • Official Residence • Official Station • Work Schedule • Password • Who the user will Route To for approval	Current	Essential	Additional Profile Information to be determined OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		• Who can prepare a request for the user			
REQ 3.04.002	User Profile Information	The system must allow an agency administrator to enter and / or change the following user profile information: • Active / Inactive Status • User ID • Full Name • Work Phone • E-mail Address • Official Residence • Official Station • Work Schedule • Vendor Number & Suffix • Password • Who the user will Route To for approval • Who can prepare a request for the user • Who can prepare and submit a request for the user • Agency permission levels of access	Current	Essential	OKCOM
REQ 3.04.003	User Profile Information	The system must allow the system administrator to enter and / or change the following user profile information: • Active / Inactive Status	Feature	Essential	Currently a programmer can only assign Agency designation and initial

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ID	Function	Requirement	**Status	*Priority	Comments
		- Agency - User ID - Full Name - Work Phone - E-mail Address - Official Residence - Official Station - Work Schedule - Vendor Number & Suffix - Password - Who the user will Route To for approval - Who can prepare a request for the user - Who can prepare and submit a request for the user - All permission levels of access			setup of system administrator. All other profile information can be entered. OKCOM
REQ 3.04.004	User Profile Information	The system must allow an agency / system administrator to change a users 'User ID' without the user losing access to their current or previously completed approval, payment and profile information.	Feature	Essential	Example: Name change due to marriage. OKCOM!
REQ 3.05	**Inactivate User Account**				
REQ 3.05.001	Inactivate User Account	The system must allow a users account to be inactivated and reactivated by an agency or	Current	Essential	OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		system administrator			
REQ 3.06	**Transfer Profile Information**				
REQ 3.06.001	Transfer Profile Information	The system must allow a system administrator to transfer a user's profile information from one state agency to another.	Feature	Issue High or Med	Dependent on Architecture -may not have user designate agency OKCOM
REQ 3.07	**Pre-Approval Request**				
REQ 3.07.001	Pre-Approval Request	The system must allow a preparer or requestor to enter pre-approval information. AND Approvers, fiscal or agency / system administrators involved in the workflow to change pre-approval information.	Feature	ESS	OKCOM
REQ 3.07.002	Pre-Approval Request	The system must validate meal, lodging & mileage rates, at time of proposed travel date and location.	Feature	ESS	Many of the itinerary edits are date & time dependent OKCOM
REQ 3.07.003	Pre-Approval Request	The system must allow the preparer or requester to cancel their request at any time. The system will respond by no longer displaying the cancelled request.	Feature	High	This is not a request for payment. Only an approval to incur reimbursable costs. ISS
REQ 3.07.004	Pre-Approval Request	The system must notify the user when a request exceeds the standard reimbursement rate available in the system database.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.07.005	Pre-Approval Request	The system must provide a method for a user to enter comments and explanations with their request.	Feature	High ESS	OKCOM
REQ 3.07.006	Pre-Approval Request	The system must provide a method for a user to view comments and explanations pertinent to a request.	Feature	High ESS	Users involved in workflow OKCOM
REQ 3.07.007	Pre-Approval Request	The system must allow a preparer to complete a pre-approval request on behalf of another user.	Feature	ESS	Dependent on analysis of Internal Controls OKCOM
REQ 3.07.008	Pre-Approval Request	The system must notify the user when a receipt is required for reimbursement.	Current	MED	BR-10.009 & BR-10.010 OKCOM
REQ 3.07.009	Pre-Approval Request	The system must require a user to obtain approval when lodging amounts are expected to exceed the standard reimbursement rate.	Feature	Essential	BR-10.015 OKCOM
REQ 3.07.010	Pre-Approval Request	The system must provide, as a guide to a user, the distance between selected travel points within Washington State.	Current	Essential	BR-10.024
REQ 3.07.011	Pre-Approval Request	The system must allow the preparer or requestor to enter vicinity or local miles expected to be incurred.	Current	Essential	BR-10.025
REQ 3.07.012	Pre-Approval Request	The system must allow a user to edit system provided point-to-point mileage.	Current	Essential	BR-10.026
REQ 3.07.013	Pre-Approval Request	The system must allow a user to enter miscellaneous travel expenses.	Current	Essential	BR-10.029
REQ 3.07.014	Pre-Approval Request	The system must notify a user when miscellaneous travel expenses require a	Feature	Essential	BR-10.030

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ID	Function	Requirement	**Status	*Priority	Comments
		receipt for reimbursement			
REQ 3.07.015	Pre-Approval Request	The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures.	Current	Essential	BR-10.039
REQ 3.08	**Reimbursement Request**				
REQ 3.08.001	Reimbursement Request	The system must allow a preparer or requestor to enter and / or change a reimbursement information AND Allow approvers, fiscal, or agency and system administrators involved in the workflow to change reimbursement information. For Travel Payments, the system must allow the preparer or requestor to input the following information: - Full Name - Work Telephone Number - Work Schedule - Official Station - Official Residence - Date and Time of arrival and departure - Origin and Destination - Purpose of Trip - Month & Year for Reimbursement	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010

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ID	Function	Requirement	**Status	*Priority	Comments

		• User comments
		• Breakfast, Lunch & Dinner Amounts
		• Lodging Amount
		• Lodging Tax Amount
		• Point to Point Mileage
		• Vicinity Mileage
		• Mileage Reimbursement Rate
		• Other Reimbursable Costs
		    o Paid To
		    o Paid For
		    o Amount
		• Adjustment to Reduce Total Reimbursable Amount
		
		For Travel payments, the system must allow the approvers and fiscal personnel to change the following information:
		• Breakfast, Lunch & Dinner Amounts
		• Lodging Amount
		• Lodging Tax Amount
		• Point to Point Mileage
		• Vicinity Mileage
		• Mileage Reimbursement Rate
		• Other Reimbursable Costs
		    o Paid To			

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ID	Function	Requirement	**Status	*Priority	Comments
		o Paid For o Amount The system must allow the preparer, requestor and approver to reduce the total reimbursable amount. The system must allow the fiscal user to increase the total reimbursable amount.			
REQ 3.08.002	Reimbursement Request	The system must validate, at the time of user input, reimbursement rates and amounts entered by the user.	Feature	High	Many of the Business Rules are date & time dependent Example – 3 Hour Rule Input edits would be limited to the extent of agency, state and federal rates and amounts that have been entered into the system database.
REQ 3.08.003	Reimbursement Request	The system must display in the reimbursement request, the data fields previously completed during the pre-approval and / or pre-payment process.	Feature	High	Focus is on reducing user input of the same information used in the pre-approval process
REQ 3.08.004	Reimbursement Request	The system must allow the requestor or preparer to cancel their request if it has not been processed for payment. After the user	Current	Essential	Request could not be cancelled once payment has been

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ID	Function	Requirement	**Status	*Priority	Comments
		cancellation, the system will no longer display the canceled request.			issued.
REQ 3.08.005	Reimbursement Request	The system must notify users when a request exceeds the standard reimbursement rate allowable and make the rate available for edit within the system database.	Feature	High	BR-10.009 Lodging BR-10.011 Meals
REQ 3.08.006	Reimbursement Request	The system must provide a method for workflow users to enter comments to the request.	Current	Essential	
REQ 3.08.007	Reimbursement Request	The system must provide a method for a user to view comments and explanations pertinent to a request.	Current	Essential	
REQ 3.08.008	Reimbursement Request	The system must allow a preparer to complete a reimbursement request on behalf of another user.	Current	Essential	
REQ 3.08.009	Reimbursement Request	The system must restrict the fiscal user, on a daily basis, from assigning duplicate batch numbers.	Current	Essential	
REQ 3.08.010	Reimbursement Request	The system must provide to the user, state employee reimbursement amounts that are codified within the state regulations.	Feature	High	Currently done for TVS on lodging, Per Diem, auto mileage rate BR-10.011 BR-10.023
REQ 3.08.011	Reimbursement Request	The system must apply the business rules to compute the out of state meal reimbursements for breakfast, lunch and dinner, when the state reimbursement regulations do not specify the individual	Feature	None	BR-10.019 Example – Out of State Per Diem. Total is input by user and system calculates

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ID	Function	Requirement	**Status	*Priority	Comments
		amounts.			B,L,D.
REQ 3.08.012	Reimbursement Request	The system must allow disabled employees to exceed normal reimbursable travel costs when additional costs are necessary for the completion of their travel.	Feature	None	BR-10.003 American Disabilities Act
REQ 3.08.013	Reimbursement Request	The system must notify the user when a receipt is required for reimbursement.	Current	Essential	BR-10.009 & BR-10.010
REQ 3.08.014	Reimbursement Request	The system must allow a user to be reimbursed for taxes paid for lodging.	Current	Essential	BR – 10.012
REQ 3.08.015	Reimbursement Request	The system must apply the business rules that allow a user to exceed the standard lodging amounts.	Current	Essential	BR – 10.013 & BR-10.014
REQ 3.08.016	Reimbursement Request	The system must require a user to obtain prior approval for lodging amounts that exceed the standard reimbursement rate.	Feature	Essential	BR-10.015
REQ 3.08.017	Reimbursement Request	The system must enforce the business rules that apply for a users meal reimbursement rate on their last day of travel.	Current	Essential	BR-10-021
REQ 3.08.018	Reimbursement Request	The system must identify users meal payments that are subject to federal taxation.	Feature	Essential	For the current system, taxable meals are identified by the users, not the system. BR-10.022
REQ 3.08.019	Reimbursement Request	The system must provide, as a guide to the user, the distance (mileage) between selected travel points within Washington State.	Current	Essential	BR-10.024 Point to Point mileage
REQ	Reimbursement	The system must allow the preparer /	Current	Essential	BR-10.025

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ID	Function	Requirement	**Status	*Priority	Comments
3.08.020	Request	requestor to enter vicinity or local miles traveled and eligible for reimbursement.			
REQ 3.08.021	Reimbursement Request	The system must allow a preparer / requestor to edit system provided point-to-point mileage.	Current	Essential	BR-10.026
REQ 3.08.022	Reimbursement Request	The system must allow a user to enter miscellaneous travel expenses.	Current	Essential	BR-10.029
REQ 3.08.023	Reimbursement Request	The system must notify users when miscellaneous travel expenses require a receipt for reimbursement	Feature	Essential	BR-10.030
REQ 3.08.024	Reimbursement Request	The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures.	Current	Essential	BR-10.039
REQ 3.09	**Pre-Payment Request**				
REQ 3.09.001	Pre-Payment Request	The system must allow a workflow user to enter and / or change pre-payment information.	Feature	High	BR-10.006 BR-10.007 Br-10.008
REQ 3.09.002	Pre-Payment Request	The system must validate, at the time of user input, the pre-payment request rates and amounts entered by the user.	Feature	High	Many of the Business Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database.
REQ	Pre-Payment Request	The system must allow the requestor or	Feature	High	

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ID	Function	Requirement	**Status	*Priority	Comments
3.09.003		preparer to cancel their request if it has not been processed for payment. After the user cancellation, the system will no longer display the canceled request.			
REQ 3.09.004	Pre-Payment Request	The system must notify users when a request exceeds the standard reimbursement rate allowable and available for edit within the system database.	Feature	High	BR-10.009 Lodging BR-10.011 Meals
REQ 3.09.005	Pre-Payment Request	The system must provide a method for a user to enter comments and explanations with their request.	Feature	High	
REQ 3.09.006	Pre-Payment Request	The system must provide a method for a user to view comments and explanations pertinent to a request.	Feature	High	
REQ 3.09.007	Pre-Payment Request	The system must allow a preparer to complete a pre-payment request on behalf of another user.	Feature	High	
REQ 3.09.008	Pre-Payment Request	The system must notify the user when a receipt is required for reimbursement.	Current	Essential	BR-10.009 & BR-10.010
REQ 3.09.009	Pre-Payment Request	The system must apply the business rules that allow a user to exceed the standard lodging amounts.	Current	Essential	BR – 10.013 & BR-10.014
REQ 3.09.010	Pre-Payment Request	The system must require a user to obtain prior approval for lodging amounts that exceed the standard reimbursement rate.	Feature	Essential	BR-10.015
REQ 3.10	**Account Coding**				
REQ	Account Coding	The system must allow a user to enter all	Current	Essential	

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ID	Function	Requirement	**Status	*Priority	Comments
3.10.001		account coding fields that are used in state's General Ledger & Payment System (AFRS) during the pre-approval, pre-payment, and reimbursement process.			
REQ 3.10.002	Account Coding	The system must allow a user to enter and / or change account-coding information upon and / or after input of pre-approval, pre-payment and reimbursement information.	Current	Essential	Input / Change of account coding information would occur before request is submitted for payment
REQ 3.10.003	Account Coding	The system must allow a user to enter account-coding information for other types of General Ledger and Payment Systems.	Feature	High	ERS must be able to adapt to other GL and Payment systems
REQ 3.10.004	Account Coding	The system must allow any user to enter account code information.	Current	Essential	
REQ 3.10.005	Account Coding	The system must allow an agency or system administrator to restrict any user from entering account code information.	Current	Essential	
REQ 3.10.006	Account Coding	The system must provide an agency or system administrator the ability to specify in what order or sequence the account coding fields will be displayed for input.	Feature	High	Currently only an administrative function
REQ 3.10.007	Account Coding	The system must provide the same keystroke functionality to the user when entering account-coding information that is currently provided in AFRS.	Current	Essential	Example – In AFRS, Vendor # is Zero filled, right justified. User only needs to enter first few characters.
REQ 3.10.008	Account Coding	The system must provide sub-object subtotals and a grand total for the amount of	Current	Essential	

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ID	Function	Requirement	**Status	*Priority	Comments
		the pre-approval, pre-payment and reimbursement request.			
REQ 3.10.009	Account Coding	The system must provide the fiscal, agency and system administrator users the ability to make account-coding adjustments that increase or decrease the reimbursement amount.	Feature	High	Currently can only decrease amount
REQ 3.10.010	Account Coding	The system must provide the preparer, requestor or approver the ability to make account-coding adjustments that decrease the reimbursement amount.	Current	Essential	
REQ 3.10.011	Account Coding	The system must group like kind reimbursements by Batch type, Biennium and Fiscal Month, and provide a group subtotal by number and dollar amount.	Current	Essential	Batch Release Screen
REQ 3.10.012	Account Coding	The system must provide a reimbursement hash total to the fiscal user upon submission for payment.	Current	Essential	
REQ 3.10.013	Account Coding	The system must require the fiscal user to enter an agency batch number when submitting a payment request.	Current	Essential	
REQ 3.10.014	Account Coding	The system must restrict the fiscal user, on a daily basis, from assigning a duplicate batch number for the same batch type on the same day.	Current	Essential	
REQ 3.10.015	Account Coding	The system must provide a running comparison of the dollar amount that has been coded by the fiscal user to the total	Current	Essential	Example-Balance to Code / Fiscal Suite

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ID	Function	Requirement	**Status	*Priority	Comments
		dollar amount requested for payment.			
REQ 3.10.016	Account Coding	The system must provide the following account coding information for each payment request: • Agency • Document Suffix • Document Date • Invoice No.	Current	Essential	NOTE 1: The Vendor address is currently required upon setup within the AFRS agency vendor payment system. This is required for payment to occur. If the preference is not have the address input via AFRS or other payment generating system, then the ERS system will need to provide it. NOTE 3: If the Invoice No. field is not completed by the user, then the system inputs 'Travel'. A user must be able to override the system generated 'Travel' input designation.
REQ 3.11.017	Account Coding	The system must require the fiscal user to complete the following account code fields before the request can be released for payment:	Current	Essential	

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ID	Function	Requirement	**Status	*Priority	Comments
		• Document Number • Vendor Number and Suffix • Batch Type • Biennium Year • Fiscal Month • Batch No. • Amount			
REQ 3.10.018	Account Coding	The system must verify, before payment, whether the following account coding fields have been completed: • Trans Code • Object • Sub-Object • Appropriation Index / Fund • Program Index	Feature	High	Edit checks whether field is completed, not if the entry is correct or not. For trans code 210, if this information is not provided, a coding error will be generated in the current AFRS payment system.
REQ 3.11	**Payment Approval**				
REQ 3.11.001	Payment Approval	The system must provide the necessary data and payment information to all workflow users so the review / approval and account-coding process can be completed.	Current	Essential	BR-10.002 Approval for Reimbursement Required for Travel
REQ 3.11.002	Payment Approval	The system must allow multiple fiscal users the ability to access, review and change any pending payment request For travel, the system must allow the fiscal	Current	Essential	Fiscal Group NOTE: Only one user at a time is allowed to

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ID	Function	Requirement	**Status	*Priority	Comments
		group to change the following: • Per Diem for Breakfast, Lunch and Dinner • If the Per Diem is taxable or not • Mileage Rate • All Account Coding Fields			make changes to the request.
REQ 3.11.003	Payment Approval	The system must provide the reviewer / approver with the most recent version of a current payment request.	Current	Essential	
REQ 3.11.004	Payment Approval	The system must restrict approval and changes of a request to only one user at a time.	Current	Essential	
REQ 3.11.005	Payment Approval	The system must not allow the user requesting payment to approve the payment.	Current	Essential	
REQ 3.11.006	Payment Approval	The system must indicate to the user the payment request status and if the payment request has been successfully transferred to AFRS or another agency general ledger and payment system.	Feature	High	'Processed for Payment' status
REQ 3.11.007	Payment Approval	The system must validate if the account-coding amount agrees with the payment request amount before the request is released for payment. If the amounts do not agree, the system must notify the fiscal user of the difference and allow the user to either correct or cancel the operation.	Current	Essential	Could extend to approvers.
REQ 3.11.008	Payment Approval	The system must inquire the user, when an initial travel lodging reimbursement request	Current	Essential	BR-10.010

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ID	Function	Requirement	**Status	*Priority	Comments
		has been made, if lodging receipts have been obtained. Once a user has acknowledged that receipts have been obtained, the system no longer needs to inquire.			
REQ 3.11.009	Payment Approval	The system, after inquiring if the user has obtained lodging receipts, must allow the user to indicate they have not obtained the lodging receipts and allow the user to continue processing the payment request.	Current	Essential	
REQ 3.11.010	Payment Approval	The system must identify reimbursement requests that require receipt documentation per the selected business rules, but the workflow users have indicated that 'receipts' have not been obtained.	Current	Essential	Flag – no receipts obtained
REQ 3.11.011	Payment Approval	The system must identify to the approver / reviewer any payment request that was completed by someone other than the person who will receive payment.	Current	Essential	
REQ 3.11.012	Payment Approval	The system must identify to the approver / reviewer any payment request that exceeds the standard classified reimbursement rate entered into the system database.	Feature	High	Need to determine what reimbursement business rules will be adopted and incorporated into the system, such as: • Agency policy • OFM policy • Federal policy

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.11.013	Payment Approval	The system must identify to the approver / reviewer any payment request that cannot be validated against a classified reimbursement rate provided in the system database.	Feature	High	Example – Current system does not have out-of-state rates.
REQ 3.11.014	Payment Approval	The system must identify to the approval and fiscal users, payment requests that are ready for review, approval and account coding.	Current	Essential	
REQ 3.11.015	Payment Approval	The system must allow the fiscal user to determine when new payment requests will be displayed on their screen.	Current	Essential	Refresh Button
REQ 3.11.016	Payment Approval	The system must notify the author of the payment request when an approver has changed the payment amount.	Current	Essential	
REQ 3.11.017	Payment Approval	The system must apply the business rules for out-of-state travel and travel advance payments by requiring employees to have received pre-approval from their agency head or designee before disbursement is made.	Rule	None	BR-10.006 Prior Authorization
REQ 3.11.018	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to the governor to have received pre-approval from the governor before disbursement is made.	Rule	None	BR-10.007 Prior Authorization
REQ	Payment Approval	The system must apply the business rules	Rule	None	BR-10.008 Prior

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ID	Function	Requirement	**Status	*Priority	Comments
3.11.019		for out-of-country travel by requiring employees who work for an agency that report to a governing body to have received pre-approval from the governing body before disbursement is made.			Authorization
REQ 3.12	**Manage Workflow**				
REQ 3.12.001	Manage Workflow	The system must allow the approval and payment workflow process to occur within an agency.	Current	Essential	
REQ 3.12.002	Manage Workflow	The system must allow for different workflows / routing processes for each agency.	Current	Essential	Example: Agencies have centralized or decentralized fiscal groups that review, approve and code travel vouchers.
REQ 3.12.003	Manage Workflow	The system must allow for workflow to occur between agencies.	Feature	High	Pre-approval BR-10.007
REQ 3.12.004	Manage Workflow	The system must allow the user to determine which authorized approver they would like to route the payment request to.	Current	Essential	
REQ 3.12.005	Manage Workflow	The system must allow approvers / reviewers to route the payment request back to the user receiving the payment or a prior approver.	Current	Essential	
REQ 3.12.006	Manage Workflow	The system must be able to restrict a users initial submittal for pre-approval, pre-payment or reimbursement to an authorized	Current	Essential	

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ID	Function	Requirement	**Status	*Priority	Comments
		approver.			
REQ 3.12.007	Manage Workflow	The system must allow an approver to route a payment request to another approver.	Current	Essential	
REQ 3.12.008	Manage Workflow	The system must allow a payment request to be routed between fiscal users.	Feature	High	Example; Routing between review screen & batch screen
REQ 3.12.009	Manage Workflow	The system must allow an agency or system administrator to route a request to any active system user.	Current	Essential	
REQ 3.12.010	Manage Workflow	The system must allow an agency and system administrator to route a pending payment or approval request to any active system user.	Current	Essential	
REQ 3.12.011	Manage Workflow	The system must allow a system administrator to route a payment from 'Paid' status to 'Unpaid' status.	Current	Essential	Dependent on architecture & interface for payments Example: Allowing agencies to resubmit travel vouchers because of AFRS unable to process.
REQ 3.12.012	Manage Workflow	The system must display to the user the 'status' of the request before and after the routing process.	Current	Essential	Example: unsubmitted, submitted, approved, etc. (And items needing action are in bold)
REQ	Manage Workflow	They system must log and display to all	Feature	Essential	My Travel screen-

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ID	Function	Requirement	**Status	*Priority	Comments
3.12.013		users, any edits or changes made to a pre-approval, pre-payment or reimbursement request not performed by the original author.			History Button Some changes are now shown under the comments section.
REQ 3.13	**Report / Query Information**				
REQ 3.13.001	Report / Query Information	The system must provide a method for the user to print all the input information used to process pre-approval, pre-payment or reimbursement requests.	Current	Essential	Example – For travel, this would include printing a travel voucher and all the associated itinerary and accounting information.
REQ 3.13.002	Report / Query Information	The system must allow the user to print help information.	Current	Essential	
REQ 3.13.003	Report / Query Information	The system must provide a method for the user to print the workflow of a request that is in the process of being paid. The printed information must include: • To whom the request has been routed to • The action date • The status of the request • Any comments made by a user / approver in the workflow.	Feature	Essential	History Button – 'My Travel' screen Currently to Print – need to copy and paste into application that can print such as Microsoft 'Word'.
REQ 3.13.004	Report / Query Information	The system must provide a method for the user to print the following policy exceptions, as they relate to a payment	Feature	High	Flags Flags are currently

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ID	Function	Requirement	**Status	*Priority	Comments
		request: • The requester does not have receipts and receipts are required • The request for payment was prepared by someone other than the person receiving payment • Someone other than the person receiving payment canceled the request. • The request for payment exceeds the standard federal or state reimbursement amount. • No default reimbursement amount is available from the system.			displayed on the printed travel voucher, if the option is choosen.
REQ 3.13.005	Report / Query Information	The system must provide a method for a user to print a list of requests that have been submitted for approval.	Feature	Medium	All Users
REQ 3.13.006	Report / Query Information	The system must provide a method for an approver / reviewer to print requests that have been submitted to them for approval.	Feature	Medium	Manager / Fiscal Review (Individual Voucher)
REQ 3.13.007	Report / Query Information	The system must provide a method for a user to print a list of requests that have been paid.	Feature	Essential	Administrators and Fiscal can do currently, Added Feature for Approvers, Preparers and Requestors.
REQ 3.13.008	Report / Query Information	The system must provide a method for a user to print a list of requests that have been denied.	Feature	High	All Users

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.13.009	Report / Query Information	The system must allow a user to query payment and approval information and display the results. For travel payments, the system must allow the user to search by: • User Id • Work Station • A period of time • Taxable Meals • Batch Number • Fiscal Month • Batch Type • Biennium • Vendor Number & Suffix • Document Number & Suffix The system must provide to the user the following search results: • All account coding used for payment • All itinerary information provided for payment • The dollar amount of payment • The workflow history	Current	Essential	TVS Quick Query Builder Is Description still necessary? Now generally used as a date field (Month & Year) NOTE: Currently with TVS a list of vouchers are provided after initiating the query and then each voucher needs to be opened up to provide itinerary and accounting information.
REQ 3.13.010	Report / Query Information	The system must allow the user to query account-coding information and display the results. For travel payments, the system must allow the user to search by:	Current	Essential	Batch Report

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ID	Function	Requirement	**Status	*Priority	Comments
		• Batch Type • Batch Number • Batch Date The system must the display to the user the following search results: • All account coding used for payment • Name of person receiving reimbursement • Amount of each reimbursement • Total amount for all reimbursements in the batch			
REQ 3.13.011	Report / Query Information	The system must allow a system administrator to query and provide a list of all active and inactive users on the system.	Current	Essential	

REQ 3.13.012	Report / Query Information	The system must allow a system or agency administrator to initiate a query using the following information:
		• By category of permission or access level
		   o Requestor
		   o Approver
		   o Reviewer
		   o Administrator
		• By Individual
		   o First Name
		   o Last Name
			Current	Essential	

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ID	Function	Requirement	**Status	*Priority	Comments

		o User Id
		  • By active / inactive status of an individual
		  • By active / inactive status of a category or all categories
		After query initiation, the system must provide the following user profile information:
		  • Agency
		  • Sub-agency
		  • Active / Inactive
		  • User ID
		  • Last Name
		  • Middle Initial
		  • Work Phone
		  • Internet E-Mail
		  • Official Residence
		  • Official Station
		  • Work Schedule
		  • Vendor Number & Suffix
		  • Password
		  • Routing – Who the initial request would be routed to
		  • Who can prepare a request
		  • Who can prepare and route a request
		  • A users individual and group access or account levels			

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.14	**System Help**				
REQ 3.14.001	System Help	The system must allow any user to request help from any data entry screen.	Feature	Essential	Current Travel System has help hyperlinks on most screens
REQ 3.14.002	System Help	The system must display information pertinent to the screen the user was on when help was requested.	Current	Essential	
REQ 3.14.003	System Help	The system must allow a system or agency administrator to change the help screens.	Feature	Medium	Agency administrator would be given access to help screens via the OFM system administrator.
REQ 3.14.004	System Help	The system must respond to a users request for help by displaying information in a window different from the window the user is working in.	Current	Essential	
REQ 3.14.005	System Help	The system must provide an online comprehensive tutorial on how to use the system.	Current	Essential	
REQ 3.14.006	System Help	The system must provide an online overview of the system features and a summary of the various screens and their functions	Current	Essential	
REQ 3.14.007	System Help	The system must allow the system administrator to view a users screen using an administrative access level.	Feature	High	Troubleshooting

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.15	**Broadcast Message**				
REQ 3.15.001	Broadcast Message	The system must allow an agency or system administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	Feature	High	System administrator would grant permission to agency administrators to change help screen for their agency. Scrolling message now used on 'My Travel' screen.
REQ 3.16	**Policy Exceptions – System Notification**				
REQ 3.16.001	Policy Exceptions – System Notification	The system must notify the user when any of the following policy exceptions occur in completing a payment request: • The requester does not have receipts and receipts are required • The request for payment was prepared by someone other than the person receiving payment • Someone other than the person receiving payment canceled the request. • The request for payment exceeds the standard federal or state reimbursement amount.	Current	Essential	Lodging BR-10.010 Meals BR-10.011

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ID	Function	Requirement	**Status	*Priority	Comments
		• The system does not have a default reimbursement rate to verify the users input.			
REQ 3.17	**Maintenance of User Information**				
REQ 3.17.001	Maintenance of User Information	The system must allow an agency or system administrator to assign and remove access / permission levels for system users. Permission levels include: • The ability to complete a request • The ability to review and approve a request • The ability to change request information • The ability to enter account coding • The ability to release a request for payment • The ability to reroute requests to other users • The ability to view and change a user's profile information • The ability to complete a request on another person's behalf	Current	Essential	
REQ 3.17.002	Maintenance of User Information	The system must allow an agency or system administrator to input and change user profile information. For travel payments, user profile information includes:	Current	Essential	Current default functionality of TVS.

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ID	Function	Requirement	**Status	*Priority	Comments
		• Status of Account – Active or Inactive • Agency Number • User ID • First Name, Last Name, Middle Initial • Work Phone • Internet E-mail address • Official Residence • Official Station • Work Schedule • Vendor Number & Suffix • Password • Routing – Who the initial request would be routed to • Who can prepare a request • Who can prepare and route a request • A users individual and group access or account levels			
REQ 3.17.003	Maintenance of User Information	The system must allow an agency or system administrator to delegate who can prepare a request for approval or payment on behalf of someone else (another user).	Current	Essential	
REQ 3.17.004	Maintenance of User Information	The system must prevent recorded transaction activity for pre-approval, pre-payment or reimbursement from being deleted from the system.	Current	Essential	If no transaction activity, then Ok for administrator to delete

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.17.005	Maintenance of User Information	The system must allow an agency or system administrator to create a group of users that can preparer pre-approval or reimbursement requests on someone else's behalf	Current	Essential	
REQ 3.17.006	Maintenance of User Information	The system must allow an agency or system administrator to remove a user from a preparer or fiscal group.	Current	Essential	
REQ 3.17.007	Maintenance of User Information	The system must allow an agency or system administrator to create a group of fiscal users that can review and code payment requests.	Current	Essential	
REQ 3.17.008	Maintenance of User Information	The system must allow an agency or system administrator to inactivate a fiscal or preparer group.	Current	Essential	
REQ 3.17.009	Maintenance of User Information	The system must allow an agency or system administrator to reactivate an inactive group or inactive user account	Current	Essential	Ability to use system
REQ 3.18	**Travel Reservations**				
REQ 3.18.001	Travel Reservations	The system must allow for a user to make travel reservations for: • Airlines • Hotels • Cars	Feature	Medium	
REQ 3.18.002	Travel Reservations	The system must be able to restrict the purchase of airline tickets to the state charge card system.	Feature	None	BR 10.004

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Glossary

Term	Description
AFRS	Agency Financial Reporting System (Washington States General Ledger and Payment System)
ERS	Employee Reimbursement System
OFM	Office of Financial Management
SAAM	State Administrative & Accounting Manual
Agency Manual	Individual State Agency Policy Manuals
Pre-Payment Request	A request for an advance payment of estimated business expenses that could be incurred.
Pre-Approval Request	A request to incur a business expense.
Payment Request	Includes all type of requests that would result in a payment to the user
Reimbursement Request	A request for payment of actual business expenses incurred.
Request	Any request for pre-approval, prepayment, reimbursement, etc.
Requestor	A user that will receive payment
Preparer	A user that prepares a request on behalf of someone else
Agency Administrator	A user that has been granted administrative permission levels for the agency
System Administrator	A user that has been granted all system administrative permission levels for the Employee Reimbursement System
Approver / Reviewer	A user authorized to review, approve and code a pre-approval, pre-payment or reimbursement request
Fiscal User	A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing
User	An individual with an active or inactive account that has been setup on the system

**STATUS: Current = Functional in the current TVS system.
Feature= Not currently available within the current TVS system.

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     *PRIORITY: The types are:
          Essential, High, Medium, Low